

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION

STATE OF NEW HAMPSHIRE

DIVISION OF HEALTH PROFESSIONS

Office of Licensed Allied Health Professionals

121 South Fruit Street

Concord, N.H. 03301-2412

Telephone 603-271-8389 · Fax 603-271-6702

SARAH T. BLODGETT  
Acting Executive Director



June 7, 2016

To Whom It May Concern:

The New Hampshire Board of Registration for Medical Technicians is pleased to announce that the Administrative Rules have been completed. As most of you are aware, RSA 328-I **became effective as amended on January 1, 2016**. The Board is now ready to begin the registration process for Medical Technicians. RSA 328-I:VI defines Medical technician as follows:

“VI. "Medical technician" means a health care worker who is not licensed or registered by a New Hampshire regulatory board and who assists licensed health care professionals in the diagnosis, treatment, and prevention of disease. For the purposes of this chapter, medical technicians shall be limited to health care workers with access to controlled substances and with access to or contact with patients in a health care facility or in a medical establishment.”

**The term Medical Technician does not include nurses licensed in another state who are working in New Hampshire under the Nurse Licensure Compact.**

Please find the following enclosed:

- Application for Registration;
- Application for the New Hampshire criminal background check;
- Fingerprint card;
- RSA 328-I Board of Registration of Medical Technicians; and
- Board of Registration of Medical Technicians Administrative Rules:

Additional applications for registration, criminal background check forms, and Medical Technicians rules and laws can be obtained on our web site.

**TO REGISTER, SUBMIT IN ONE PACKET:**

- Completed Application for Registration;
- Registration application fee of \$110, check made payable to “Treasurer, State of NH”;
- Completed Application for the New Hampshire Criminal Background Check (must be an original and not a copy);

- Fingerprint Card bearing the applicants fingerprints or the live scan form received from a New Hampshire Police Department;
- NH Criminal Background Check fee of \$49.75 if done in ink or through live scan in another state or \$39.75 if live scan completed in the State of NH. Separate check made payable to "State of NH – Criminal Records."

The complete registration packet shall be sent to the Office of Professional Licensure and Certification, Board of Registration of Medical Technicians, Philbrook Building, 121 South Fruit Street, Concord NH 03301. **All documents must be originals.**

#### **REGISTRATION PROCESS:**

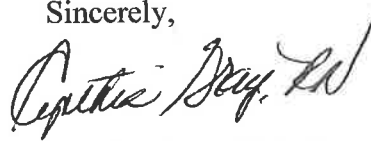
- Application packet is received in the Board's office.
- If the application is complete and indicates no criminal history, a letter of authorization will be issued. This is a temporary registration until the Board or its staff has determined the process is complete.
- If the application indicates a criminal history, the application will be brought before the Board at their next regularly scheduled meeting.
- The Board's office will send the NH Criminal Background Check Application and fingerprint card/live scan form to the Department of Safety, Division of State Police for processing.
- When the NH Criminal Background Check Report is received and it shows no criminal history, then an Official Registration Card will be issued.
- If the NH Criminal Background Check Report is received and it shows a criminal history, then the information will be brought to the Board at their next regularly scheduled meeting.

#### **IMPORTANT:**

Pursuant to RSA 328-I: 6, VI, the letter of authorization shall be **issued for a period of 180 days and is expressly conditioned upon receipt of the criminal history records check results.**

Additional blank registration applications, NH criminal background check forms, and a copy of the rules and laws can be found on the Board's web-site <http://www.nh.gov/medical-technicians>. If you have any questions, please contact the Board's office at 603-271-8389. **Do not contact Board members directly as this could cause delays in the registration process.**

Sincerely,



Cynthia Gray, RN, Chair  
Board of Registration for  
Medical Technicians